



## DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 3.2.5	Subject: <b>CONTROL AND USE OF HAZARDOUS MATERIALS</b>
Chapter 3: FACILITY/PROGRAM OPERATIONS	Page 1 of 4
Section 2: Safety and Emergency Procedures	Revision Date: January 7, 1999
Signature: /s/ by Rick Day, Director 2/17/99	Effective Date: April 1, 1997

### I. POLICY:

The Montana Department of Corrections is committed to the safe handling of hazardous materials and will provide staff and offenders handling such materials with access to procedures necessary to deal safely and effectively with hazardous material accidents.

### II. AUTHORITY:

50-78-101, MCA. Employee and Community Hazardous Chemical Information Act  
75-10-701, MCA. Remedial Action Upon Release of Hazardous Substance  
42 U.S.C. 9601 (14) Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)  
29 CFR 1910.1200 Occupational Safety and Health Administration (OSHA)  
40 CFR 262 Occupational Safety and Health Administration (OSHA)

### III. DEFINITIONS:

**Hazardous Material** means any element, chemical compound, or mixture of elements or compounds that may constitute a physical hazard, or health hazard, or constitutes a major environmental hazard as defined by law.

**Material Safety Data Sheets (MSDS)** are written precaution statements specific to a hazardous material with provisions for handling, storage, first aid, disposal and decontamination.

### IV. PROCEDURES:

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**A. Operational Policies and Plans**

Each facility/program shall have in place operational policies and plans outlining the manner in which hazardous materials shall be maintained. Included shall be procedures for responding to related accidents. A Safety Officer shall be designated who will maintain a detailed program of prevention and daily control, to include storage, issue, and supervision of toxic, corrosive, flammable, and explosive compounds.

**B. Hazards Originating outside the Facility**

The local plan will take into account the location of highways and railroads where hazardous materials may be transported and the proximity of factories or other industrial installations that manufacture or store materials that could pose a threat in the event of spillage or an accident.

**C. Material Safety Data Sheets (MSDS)**

MSDS s must be maintained and available in each area where hazardous substances are stored or used. All staff and offenders must be trained to understand MSDS s, and the handling, storage, and disposal of hazardous materials.

**D. Inventory, Issue, and Storage of Hazardous Materials**

A perpetual inventory of all hazardous materials shall be maintained in each department within the facility. Inventories will be maintained at the point of storage. Facilities that have offender craft programs must ensure that all hazardous materials related to offender hobby craft items are inventoried, controlled, and dispensed to offenders pursuant to this policy. Each area with the potential to handle hazardous materials must have the appropriate hazardous material storage containers, and have them clearly labeled. All products considered flammable must be managed, controlled, and stored as a hazardous material.

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#### **E. Training**

All department staff and offenders working with, or in the proximity of hazardous materials, or who have facility/program safety job assignments as a part of their job description, must be provided training specific to the issues related to handling or dealing with hazardous materials. Training shall include prevention as well as the appropriate response in the event of an accident.

#### **F. Notification**

##### **1. Department of Corrections:**

The facility/program hazardous waste plan shall require that the facility/program Administrator be promptly notified in the event of a hazardous material incident. In the case of an incident, the safety officer, as well as the facility's maintenance and medical staff must be notified promptly. Any incident that may require evacuation of staff or offenders *or* require outside notification shall be immediately reported to the department director.

##### **2. Other Authorities:**

The facility/program safety officer must maintain a current list of all agencies who should be notified in the event of a hazardous materials incident will be maintained by all safety officers. The list will include agencies with hazardous material experts, appropriate law enforcement agencies, and the local fire department.

#### **G. Containment**

Each facility/program plan shall include procedures for containment of hazardous materials designed to limit the spread of the substance and minimize exposure of staff and offenders to its effects. This will include restricting access to the area, shutting off

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ventilation and drain systems, and reducing the potential for further spread or contamination.

#### **H. Expert Assistance**

In order to respond effectively to a hazardous material incident, each facility/program plan should include the following information:

1. A list of location, type, and approximate quantities of each category of hazardous material, with appropriate hazardous material sheets;
2. A list of names and phone numbers of local, state, and federal authorities that have the capability of responding to specific hazardous material incidents; and
3. Procedures for decontamination of staff, offenders, and affected areas of the facility.

#### **I. Evacuation**

The decision to evacuate in the case of a hazardous material accident will be made by the Warden/Superintendent or the senior staff person on site, in consultation with the Safety Officer and other hazardous material experts. Immediate removal of staff and offenders from the area may be ordered by the shift supervisor or designee in the event that there is clear evidence that the situation poses a serious threat to the health and safety of those individuals. Specific plans for the full scale evacuation of all, or part, of a facility/program are referenced in the Department's Emergency Preparedness Plan.

#### **V. CLOSING:**

Questions regarding this policy shall be addressed to your immediate supervisor.